# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTOR'
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76–RM–1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

| FOR AGENCY USE | 1. Agency Address | FOR RECORDS MANAGEMENT USE | |
|---|---|---|---|
| Application Date<br>4/4/83 | Georgia Ports Authority<br>Administration Division<br>Post Office Box 2406<br>Savannah, Georgia 31402 | Application Number<br>**83-817** | |
| Application Number<br>101 | | Date Received<br>APR 1 1 1983 | Date Completed<br>MAY 1 1 1983 |

| 2. Person to Contact | Working Title | Telephone Number |
|---|---|---|
| Carol Moseley | Administrative Assistant | 964-3869 |

**3. Action Requested**

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

| 4. Dates of Series | | 5. Records Series Title *(followed by title used in office; if different)* |
|---|---|---|
| Earliest | Latest | |
| 4/82 | To Date | Master Employee Listing |

**6. Division and Office Function**    What is the function of the Division and the Office in which this record series is created?

The Director of Administration assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Personnel, Safety, Claims, Training, Port Police, Reproduction & Communications Departments. Maintains liaison with labor attorney and keeps staff advised of any new labor laws or activity.

**7. Record Series Description**    This file contains the following documents *(include form numbers and titles, if any)*:
Attach samples of the file.

Documents relating to:    Employees of Georgia Ports Authority

Included are:    Pay Y5070D which lists all pertinent data for employee; a summarized report of the actual personnel file.

Pay 10F, Job Class Listing.

File is arranged:    Chronologically

**8. Monthly Reference Rate**    How often are records referred to which are:

One to six months old __20__ ; Seven to twelve months old __10__ ; Thirteen to twenty-four months old __2/quarter__
twenty-five months and older __varies__ ?

**9. Annual Rate of Accumulation of Records**
Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other *(specify)* __1 box__

| YES | NO | 10. Questionnaire    (Place an "X" in the proper column) |
|---|---|---|
| x | | a. Is this the official copy of the series?<br>If not, where is it? |
| x | | b. Does the series contain confidential information requiring security handling?   If yes, cite law or regulation.<br>   Privacy Act |
| | x | c. Is this a vital record? |
| x | | d. Does this series have historical or long term research value? |
| | n/a | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these<br>documents be scheduled separately? |
| | x | f. Is the information contained in this series ever published?  If yes, attach copy. |
| x | | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?<br>If yes, attach copy. It is a summarized report. |
| x | | h. Is there a duplication of this series in your office, or in another office or agency?<br>If yes, where?   Personnel Office |
| | x | i. Is this series *(or a major portion of it)* regularly microfilmed? |
| x | | j. Does the record series result in a computer printout? It is a computer printout. |

## 11. Retention Requirements          The following requires the series to be kept:

| | | | |
|---|---|---|---|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | ___5___ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Since it is a summarized report of all personnel data, it is much easier to research than the actual personnel files.  However, the personnel files must be maintained because they contained actual signatures, etc.

## 12. Approved Disposition Instructions    This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then
☒ Transfer to local holding area, hold ___5___ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other *(Specify)*

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee  *(Signature)* | Date | Records Management Officer  *(Signature)* | Date |
|---|---|---|---|
| | 3/5/83 | Carol M Joseley | 4-4-8 |

| | | State Records Committee  *(Signature)* | Date |
|---|---|---|---|
| Recommendations in paragraph 12 are approved.<br>*(If disapproved, attach letter of explanation.)* | State Auditor/Designee | | 5-9-83 |
| | Secretary of State/Designee | Edward Weldon | 5/3/83 |
| | Attorney General/Designee | | 5-10-8 |